



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**  
Division of Child Development  
and Early Education



## American Rescue Plan Act Stabilization Grants for Child Care Providers

The first monthly update from Child Care Stabilization Grant Awardees is due **by 11:59 PM on December 7, 2021.**

### What information will I need to complete the monthly update?

This short report will take you only a few minutes. You'll only need:

- Dates and explanation for any temporary closures due to COVID-19.
- Current enrollment by age.
- Detailed information for any new staff members ([Staff and Training Worksheet](#))

### How do I complete the December update?

3. Go to the NC Provider Portal at [providerportal.nc.gov](https://providerportal.nc.gov) to login to the American Rescue Plan Stabilization Grants for Child Care Providers Portal with your business **NCID**.
4. On the NC FAST Program Portal Welcome page, click the **Stabilization Grants Login** button under Provider Portal.
5. The COVID-19 Relief Funding Welcome page displays your Facility's name (or a list of facilities linked to your NCID for those with multiple programs.)
6. Click a facility's **Account Name** to display the Account page.
7. Click **Stabilization Grants**. On the Welcome page, you'll see the announcement that the update window is open.

Your Monthly Update window is now OPEN.  
Last Date to complete is December 7, 2021 11:59 PM ET  
Please click next to continue

Next

8. Click **Next** to go to the Update page.

Child Care Program Name:

testmani acc

State Child Care Licensing Number:

MANIFEST

\* Have you had any temporary closures in the past month due to COVID-19?

☒ Yes  
☐ No

\* Please provide dates of closure:

What is your current child enrollment by age?

\* Under 1 Year Olds:

1

\* 1 Year Olds:

1

\* 2 Year Olds:

1

\* 3 Year Olds:

1

\* 4 Year Olds:

1

\* 5 Year Olds:

1

\* School-Aged:

1

\* Have there been any changes to your workforce during the past month?

☒ Yes  
☐ No

In the next screen,

- a. Please update the teaching/non-teaching staff information in the table to reflect changes.
- b. Please add information for any new hires.
- c. Deactivate any teaching/non-teaching staff that may have left your program.

\* Do you have Commercial General Liability Insurance?

☒ Yes  
☐ No

\* Commercial general liability insurance cost:

\$0

\* Provide coverage limits:

During the grant period, the child care program receiving Stabilization Grant funding, when open and providing care, will implement policies in line with guidance and orders from state, territorial, tribal, and local authorities and, to the greatest extent possible, implement policies in line with guidance from the Centers for Disease Control and Prevention.

[CDC guidance is available at: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>]

\* Do you remain in compliance with this federal requirement?

☐ Yes  
☒ No

\* Reason why the requirement is not met:

Are there other challenges or information that you would like to share about the current operation of your child care program?

Next

Your Child Care Program Name and State Child Care Licensing Number will already be on the update along with Enrollment numbers from your application.

### What are the questions on the monthly update?

#### Have you had any temporary closures in the past month due to COVID-19?

If yes, a space will appear for you to add dates and an explanation.

#### What is your current child enrollment by age?

The answers from your application are automatically loaded in the update. Leave the same or change any of the numbers as needed to reflect the number and ages of the children currently enrolled in your program.

#### Have there been any changes to your workforce during the past month?

If you've had no changes, answer "No" and go to the [next question](#).

If your staff information has changed or you need to correct what you entered in the application, answer "Yes" and the Program Staff Information page displays.

Name	Active	Title	Email	Type	Position	Start Da...	Start Da...	Education	Educati...	B-K Lic...	Employ...	Birthdate	Race	Ethnicity	Sex	Compen...	Rate Of ...	Rz
FT NT	<input checked="" type="radio"/>	FTNT		Non-Teaching	Lead Teacher/Teacher	2016-11-01		High School Diploma or GED			Full Time	2002-10-08	Asian	Hispanic or Latino	Male	Salary pay with no benefits	\$9.65	Hk
FT T	<input checked="" type="radio"/>	FTT		Teaching	Administrator (e.g., director, assistant director, curriculum consultant, coach)	2016-11-01	2013-01-01	High School Diploma or GED			Full Time	2002-11-01	Black or African American	Not Hispanic or Latino	Male	Salary pay with benefits	\$9.65	Hk
PT NT	<input type="radio"/>	PTNT		Non-Teaching	Lead Teacher/Teacher	2016-11-01		High School Diploma or GED			Part Time	2002-11-12	Native Hawaiian or Pacific Islander	Not Hispanic or Latino	Male	Salary pay with benefits	\$9.65	Hk
PT T	<input checked="" type="radio"/>	PTT		Teaching	Lead Teacher/Teacher	2016-11-01	2013-01-01	High School Diploma or GED			Part Time	2003-11-05	Native Hawaiian or Pacific Islander	Hispanic or Latino	Male	Salary pay with benefits	\$9.65	Hk

**Do not click "Submit" until you have finished making all staff changes.**

#### Deactivate any employees no longer working at the facility.

Select the radio button next to the name of each person who has left the facility. Then click the **Deactivate Employee** button. Note: Do not click **NEXT** or **Submit** if you need to make more staff changes.

#### Add New Staff Members

1. Click the **Add New Employee** button to enter program staff members (Administrative, Teaching, and Non-Teaching).

2. The Program Staff Information wizard appears.

### Program Staff Information

* Staff Member's First Name	* Staff Member's Last Name
<input type="text"/>	<input type="text"/>
* Staff Member's Job Title	Staff Member's Email Address
<input type="text"/>	<input type="text"/>
* Type of Staff Member	* What position does the staff member serve in the program?
--None--	--None--
	if you hold more than one position, identify the position you are most working
How long has the staff member worked at their current site? Please enter the month and year the staff member began working at your site.	* Month
	<input type="text"/>
	* Year
	<input type="text"/>
* What is the highest level of education the staff member has completed?	
--None--	

Next

3. Enter or select applicable information for the staff member then click **Next**.

#### Notes:

- Based on choices selected, additional information may be required to proceed to the next page.
  - When the educational level selected is post-secondary education (i.e., at least a NC Early Childhood Certificate or higher), additional fields will display.
4. The Program Staff Information – Continued page displays. Enter or select applicable information then click **Next**.

**Program Staff Information - Continued**

\* Staff member working hours  
 --None--

\* What is the staff member's birth date?

\* What is the staff member's race?  
 American Indian or Alaska Native  
 Asian  
 Black or African American  
 Native Hawaiian or Pacific Islander  
 White

\* Is the staff member of Hispanic, Latino, or Spanish origin?  
 --None--

\* What is the staff member's gender identity?  
 --None--

\* What best describes the staff member's compensation as a teacher?  
 --None--

**Monthly Information**

\* What is the staff member's rate of pay?

\* How often do they get paid  
 --None--

\* Does this staff member receive additional incentives(monetary or non monetary)  
 --None--

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Note: If a personnel staff member has more than one role, select the one that is performed the majority of the time.

5. The Section IV. Program Staff Information page displays. This page displays the name and information for each program staff member added. Review the information for the program staff member.

Section IV. Program Staff Information

Name	Active	Title	Email	Type	Position	Start Da...	Start Da...	Education	Educati...	B_K Lice...	Employ...	Birthdate	Race
Jack Benimble	✓	Teacher	✉ jbenimble...	Non-Teaching	Non-teaching, non-administrative staff (e.g., cook, janitor)	Jul 31, 2018		High School Diploma or GED			Part Time	Oct 5, 2004	Prefer not answer
Chicken Little	✓	Director	✉ clittle@w...	Teaching	Administrator (e.g., director, assistant director, curriculum consultant, coach)	Sep 30, 2016	Dec 31, 2013	Master's Degree or higher	MBA Public Admin	No	Full Time	Sep 30, 1993	Prefer not answer

[Add New Employee](#) [Update Employee](#) [Activate/Deactivate Employee](#)

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- a. If the information is correct and there are other program staff members to add, select the **Add New Employee** button. Follow steps 3-4 until all program staff members are entered.

- b. If incorrect, select the Employee radio button, then click the Update Employee button and make the necessary updates.

Section IV. Program Staff Information

Name	Active	Title	Email	Type	Position	Start Da...	Start Da...	Education	Educati...	B_K Lice...	Employ...
<input type="radio"/> Jack Benimble	✓	Teacher	jbennimble...	Non-Teaching	Non-teaching, non-administrative staff (e.g., cook, janitor)	Jul 31, 2018		High School Diploma or GED			Part Time
<input checked="" type="radio"/> Chicken Little	✓	Director	clittle@w...	Teaching	Administrator (e.g., director, assistant director, curriculum consultant, coach)	Sep 30, 2016	Dec 31, 2013	Master's Degree or higher	MBA Public Admin	No	Full Time

- c. When you have made all program staff changes for your program, click **Next** to close this section and continue to the next question.

Section IV. Program Staff Information

Name	Active	Title	Email	Type	Position	Start Da...	Start Da...	Education	Educati...	B_K Lice
<input type="radio"/> Tom Thumb	✓	Teacher	tthumb@...	Teaching	Administrator (e.g., director, assistant director, curriculum consultant, coach)	Sep 30, 2016	Dec 31, 1994	Associate Degree	Early Childhood	
<input type="radio"/> Red Ridinghood	✓	Director	rhood@w...	Teaching	Administrator (e.g., director, assistant director, curriculum consultant, coach)	Sep 30, 2016	Dec 31, 1994	Bachelor's Degree	Early Childhood	Yes

**Do you have Commercial General Liability Insurance? Yes or No.**

*During the Grant Period, the child care program receiving Stabilization Grant funding, when open and providing care, will implement policies in line with guidance and orders from state and local authorities and, to the greatest extent possible, implement policies in line with guidance from the Centers for Disease Control and Prevention (CDC). Do you remain in compliance with this federal requirement?*

**Are there other challenges or feedback you would like to share about the current operation of your child care program?** You can use this space to tell us how the pandemic has affected your business, how the stabilization grant is making a difference for you and/or to provide feedback on the grant process.

If you need assistance, contact the DCDEE Customer Service Unit at 1-800-859-0829 and select Option 3, (919) 814- 6300, select option 3, or [DCDEE\\_support@dhhs.nc.gov](mailto:DCDEE_support@dhhs.nc.gov).